

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
September 23, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Katrina Gutierrez

Commissioners Absent

Elaine Fink
Jacquie Van Huss

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. CALL TO ORDER:

Thomas Galt called the meeting to order at 5:06 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Bobby Hale motioned to approve the agenda, Richie Cline seconded, and the motion carried 6/0/0.

D. APPROVAL OF MINUTES 8/26/2020:

Bobby Hale motioned to approve the 8/26/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 6/0/0.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The director reported that we have completed plan check for the building permit. The director was provided a letter from the Madera County necessary to pay school impact fees, and the director is waiting on a check to be processed. We also received the final building plan check invoice that is to be paid and submitted. The civil engineer is still working on clarifications necessary for the grading permit. Tribal Council has approved a quote for the earth work.

Construction will begin once the grading permit is issued and once the site is accessible. With the site currently being used as a fire camp we may be delayed beyond mid-October. An updated implementation schedule will be submitted to HUD because of unforeseen delays.

ii. **2019/2020 ICDBG – Emergency Services Building:**

The director reported that the draft environmental assessment was received and reviewed. The director has submitted back comments and the consultant has requested additional site photos and documentation. The director is 80% complete on the RFP for architecture and engineering services and will be issuing that once complete.

iii. **2019 IHBG Competitive Funding/Low-Income Housing Tax Credits (LIHTC):**

The director reported that the pre-bid meeting schedule for 9/9/20 was cancelled due to the Creek Fire. The bid deadline was initially 9/23/20. A zoom pre-bid meeting was subsequently scheduled from 9/16/20, and the bid deadline was postponed to 10/14/20. We had multiple participants on the zoom pre-bid meeting, but only two general contractors and several other sub-contractors. A total of eight (8) general contractors had emailed to be placed on the bidder's registry. Now that the evacuation have been lifted, we are planning for a on-site pre-bid meeting possibly late next week that would also qualify bidders.

iv. **2020IHBG Competitive Funding Opportunity:**

The director informed the BOC that the grant is due on 12/10/20 and that a training schedule has been released. Session One, was September 21st-24th which the director was unable to attend. Session Two, will be September 29th-October 2nd and the director will be participating.

v. **IHBG CARES/ICDBG CARES:**

The director reported that the ICDBG CARES funding is now available in the Tribe's HUD eLoccs account. NFRIHA has allocated \$206,160 in IHBG-CARES funding, and the Tribe has allocated \$392,507.20 in ICDBG CARES program funds to be used toward low-income rental acquisition. This is a combined total of \$598,667.20. We initially intend to have available \$926,160 to purchase a minimum of four multi-family units, however, since our ICDBG-CARES allocation was reduced this is no longer possible. The director reported that there are a few desirable multi-family units available within our budget. There is also limited inventory of single-family units if we were to attempt to purchase two single family units within this budget. Discussion regarding HUD regulations and unit vacancy and other available purchase options. Director to continue looking for available units.

vi. **Self-Generation Incentive Program:**

The director previously informed the BOC about a potential program to provide backup batteries to homes in high fire threat areas and on tribal trust lands. The director learned last week that PG&E's share of this funding has been completely exhausted. There may be potential to get on the waitlist projects, which the director will explore.

vii. **Fire Update:**

The director reported that staff was evacuated from office due the Creek Fire from 9/8-9/20. We relocated back to the office on 9/21. Some staff were able to operate out of the Clovis TANF office starting on 9/8, and construction staff who were not evacuated performed exterior maintenance on valley units. The director reported that the Tribe was able to retain 10 air purifier/scrubbers from CAL OES and our crew transported them from the Clovis TANF office to North Fork, and they were distributed to rental units on 9/17, 9/18 and 9/21. The Tribe's Transportation department has subsequently taken over distribution of these units. Staff has also since delivered new air filters to all North Fork units.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:** Tabled.

ii. **Monthly Report:** Tabled.

iii. **Maintenance Report:** Tabled.

F. **NEW BUSINESS:**

(1) **Resolution No. 20-04: Approving the Sale of 32693 Road 222:**

The director reported that an agreement was executed following last meeting. The agreement included a 20-day escrow period and was executed on 8/31/20. This should be ready to close once the resolution is provided to the title company and reviewed by underwriting.

Bobby Hale motioned to approve Resolution 20-04 for the sale of 32693 Road 222, Katrina Gutierrez seconded, and the motion carried 6/0/0.

(2) **Indian Preference for Sealed Bidding:**

The director reported that through the course of bidding the LIHTC project it was determined that our procurement policy was not clear on the established percentage of Indian Preference to be provided for sealed bidding. Our procurement policy was based on the HUD sample policy, but did not include an appendix or schedule of what the preference percentages would be by project size. The director consulted with the tribal attorneys and they stated that based on the policy and how it was written that we could adopt a schedule specific to this project and later amend into policy or not. Based on consultation with the LIHTC consultant and tribal attorneys, the director has drafted a preference schedule for approval.

Bobby Hale motioned to approve the preference schedule with the percentages specific to this project, Richie Cline seconded, and the motion carried 5/0/1. Katrina Gutierrez abstained.

(3) **Resolution No. 20-05: Housing Authority Authorizing Resolution:**

The director reported that this resolution was provided to the BOC by email for review and is necessary for our LIHTC project and has been through legal review. Tabled until next meeting.

(4) **Resolution No. 20-06: Partnership Authorizing Resolution:**

The director reported that this resolution was provided to the BOC by email for review and is necessary for our LIHTC project and has been through legal review. Tabled until next meeting.

(5) **General Council Meeting:**

The director reported that the general council meeting was previously scheduled for this coming Saturday via Zoom but has been rescheduled for 10/17/20 from 9am to noon. Tribal Council representatives previously requested this item be placed on the agenda. The director reported that NFRIHA has previously provided a raffle prize for participation in survey. Discussion regarding a survey and prize. Consensus of the BOC to purchase a gift card not to exceed \$250, no survey due to the online meeting format.

G. OLD BUSINESS:

(1) **Self-Monitoring:**

The director reported that self-monitoring was scheduled for September 16th at 1pm via zoom and was unable to be conducted due to the fire and evacuations. This has been rescheduled for Friday, October 9th from 1-4pm via zoom.

H. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 6:06 pm, Christopher Aguirre seconded, and the motion carried 6/0/0.

(1) **XXW0607:**

The director provided notice of approval for low-income emergency shelter program assistance. Due to special conditions this was approved by the BOC via email on 9/9/20.

(2) **XXC0419:**

Staff reported that low-income down payment assistance was approved by the BOC via email on 9/14/20.

(3) **XXS1220:**

Staff presented a low-income down payment assistance application for approval.

Bobby Hale motioned to approve the low-income down payment assistance, not to exceed \$40,000, Richie Cline seconded, and the motion carried 6/0/0.

The director reported that this assistance will exhaust available funding in the low-income down payment assistance program budget, but that funding for two remains in the non-low-income down payment assistance program budget. Recommendation from BOC to distribute remaining funds equally between the two programs at next meeting.

(4) **Storm Drainage Easement:**

The director reported that the appraiser was able to evaluate the site on 9/5/20. The report was recently received, we will be reviewing and returning comments. The director will be contacting our HUD grants management specialist to determine available options utilizing grant funds.

(5) **Annual Income Certification and Forms:**

The director reported that an inspection and annual certification notice was sent to all tenants on 8/3/20 and a follow up recertification notice was sent out on 8/27/20 with a 9/18/20 deadline.

Waiting list updates went out on 8/4/20 with a deadline of 8/31/10, a notice of involuntary removal from the waiting list was issued on 9/1/20 for those who had not updated with a deadline of 9/14/20.

Consensus of the BOC to extend these deadlines for recertification due to the wildfire and evacuations until October 30th.

(6) **Lot 14 & 15:**

The director and project manager have been coordinating for the construction of Lot 14 and previously had plans prepared in 2018.

Consensus of the BOC to update plans to comply to with current building code which will require fire sprinklers, solar, etc.

(7) **Policies:**

The director reported that he emailed out a detailed update on policies being drafted or amended prior meeting. BOC to review and provide back comments to the director on drafts provided. The director will seek approval on individual policies at future meetings.

i. **Tenant Pool and Outdoor Play Equipment:**

Tabled

ii. **Useful Life:**

Tabled

iii. **Self-Monitoring:**

Tabled

iv. **Relocation:**

Tabled

v. **Credit Card:**

Tabled

vi. **Document Management:**

Tabled

vii. **Conflict of Interest:**

Tabled

viii. **Personnel:**

Tabled

(8) **Personnel Updates:**

The director provided a personnel update.

Richie Cline motioned to come out of executive session at 6:29 pm, Christopher seconded, and the motion carried 6/0/0.

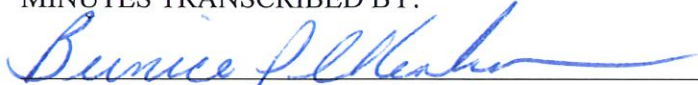
I. NEXT MEETING:

October 7, 2020 at 5:00 pm via Zoom Meeting.

J. ADJOURNMENT:


Bobby Hale motioned to adjourn at 6:30 pm, Richie Cline seconded, and the motion carried 6/0/0.

MINUTES TRANSCRIBED BY:



Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 7th day of October 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 4 for, 0 against, and 1 abstaining.


Commissioner

10-9-2020
Date


Commissioner

10-12-2020
Date